

FORM SAMPLES

Travel Application Form

Travel Voucher Form

Travel Voucher Continuation Sheet for Record of Transportation

Travel Voucher Continuation Sheet for In-State Travel Data

Travel Voucher Continuation Sheet for Out-of-State Travel Data

Authorization to Incur Actual Travel Expenses for Meals and Lodging

Texas Hotel Occupancy Tax Exemption Certificate

Affirmation, Waiver and Liability Release

Sam Houston State University Travel Advance Agreement

Request for Higher Lodging Rate for Out-of-State Travel

Mileage Log for SHSU Employees

Travel Management Compliance Certification

Various samples of completed forms, which may be used as guides in form preparation:

- Travel Applications, Travel Vouchers, Purchase Vouchers.

(It is recommended that each department include additional forms at the end of this section to assist persons within the department who prepare travel forms on behalf of that department. Copies of properly completed forms may be used as a guide in filling out future forms.) Most of these forms may be accessed via FileMaker Pro.